

SECRET

6/60 5770

DD/S 60-2438

24 JUN 1960

MEMORANDUM FOR: Mr. Edward R. Saunders

SUBJECT : Source Material for Speeches on Office of the DD/S

There are many occasions when Gates Lloyd or I are asked to speak on the subject of the missions and problems of the DD/S Offices. One such session is our appearance at the CSR Course. Frequently there are briefings where we are asked to talk, anywhere from fifteen minutes to one hour, on the role of the Support Services. I would like to avoid becoming stereotyped in any of these presentations and wish to be sure we are keeping our material current, reflecting the major problems of the times and the particular emphases which will make the comments meaningful.

For this reason I am in the process of formulating a speech to be used as source material for such occasions, one which can be modified to suit specific appearances as needed. To help me prepare for this, will you please answer the following questions and contribute any other suggestions which might be pertinent in this situation. Please respond to these questions in the general context of Fiscal Year 1961.

a. Which four or five statements or points about your Office do you consider most important to be covered in any description of your organization and its functions?

b. For purposes of the CSR presentation, which of these items would you like to see presented specifically by the DD/S?

good c. Is there some particular emphasis about any of these points you would like to have made by the DD/S?

Question resp. d. In any address made by the DD/S or ADD/S for the purpose of explaining or clarifying the roles and functions of DD/S Offices are there additional points you would like to see included?

I would appreciate having your responses to this request by 15 July. Please forward them to Miss [REDACTED] in whatever form seems appropriate to you.

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[REDACTED]
L. K. White

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6/28/60 - Sent to all Division and Staff Chiefs for comments and return by 8 July.